

When to Use Record Type "Other"

Do not use "Other" record type to index secondary individuals, such as witnesses, ministers, etc. on baptism, marriage, or burial records when the name of the primary individual is on the record.

Please use the Record Type "Other" when:

- Records other than christenings (baptisms), marriages, or burials (deaths) are listed, such as disbursements to the poor, wills, court records, parish appointments, etc. If names are recorded on the records, index them using the "Other" record type.
- A record does not include the name of the primary person to which the record pertains, but it does include the name of another individual, and the program has no field in which to index that name.

These are examples:

- A record says that “a stranger found at John Ward’s was buried.”
- The record says “Robt Smith’s mother was buried.”

In the examples, the name given is not the name of the person buried and does not fit into any of the name fields for Burial record type; therefore, the name cannot be indexed as a burial. Choose **Other** as the record type, index the name into the name fields, and the date, if given, into the date fields.